

S-E-C-R-E-T

Approved For Release 2000/08/15 : CIA-RDP80-00773A000100030033-3

23 September 1977

MEMORANDUM FOR: Acting Deputy Director for Administration

FROM : F. W. M. Janney  
Director of Personnel

SUBJECT : Office of Personnel Report --  
Week Ending 23 September 1977

\* 1. (U/AIUO) 1977 Recruiters' Conference: The 1977 Recruiters' Conference began on Monday, 19 September, and will end today, Friday, 23 September. During this period the recruiters listened to a number of interesting speakers who discussed a variety of subjects. Of particular interest have been presentations by officers from the S&T Directorate. Highlighting the conference have been meetings with Admiral Turner and Messrs. Blake, Malanick and Walsh. We believe that the conference has been very interesting and worthwhile.

2. (C) Retirement Activity: The following figures depict total retirement activity for the period 10 October through 31 December. The figures in the clear represent totals; those in parentheses represent individuals who will retire under the special options, and are included in the total figures. Of 123 persons to go by 31 December, 38 will go under the liberal options.

\* 

	<u>CSC</u>	<u>CIARDS</u>	<u>Total</u>
Retired	15 ( 4)	21 (6)	36 (10)
Signed to Go	31 (18)	48 (8)	79 (26)
Not Signed, but Appear Definite	2 ( 1)	6 (1)	8 ( 2)

3. (U/AIUO) Retirement Options Extension: In view of the extension of the special retirement options, we have contacted everyone who had signed to go by 30 September to

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explain the benefits that would pertain by delaying retirement until after the October pay raise. Of 25 people signed to go by 30 September, 14 are going as scheduled. Four have extended, six are still considering the possibility of changing, and one withdrew his application altogether.

4. (U) Financial Planning Seminar: The opening session of the Financial Planning Seminar was held on Wednesday, 21 September, in the auditorium. The number in attendance was approximately 275. Limited feedback from several of those who attended indicates a favorable reaction to the information presented thus far.

5. (U) Deaf Sign Language: The item in the "Director's Notes" of 23 August 1977 concerning the Deaf Sign Language Study Group has generated additional interest in the Agency, as both the Coordinator and the Chief of the Self-Study Center have received several calls for additional information about the program. In addition to the two informal groups in the Rosslyn area and in [REDACTED], a third group has been formed at Headquarters. Consisting of approximately 25 to 30 employees, the group is being instructed once a week by an Office of Medical Services employee; they then utilize the video-cassettes available in the self-study center.

6. (U) Skills Session: More than 70 persons were given a thorough briefing on PDP/APP at the Personnel Skills Session which was held on 21 September 1977.

7. (U) Reorganization: [REDACTED] of the OP Plans Staff has been reviewing the proposals of the Presidential Reorganization Project on Federal personnel management.

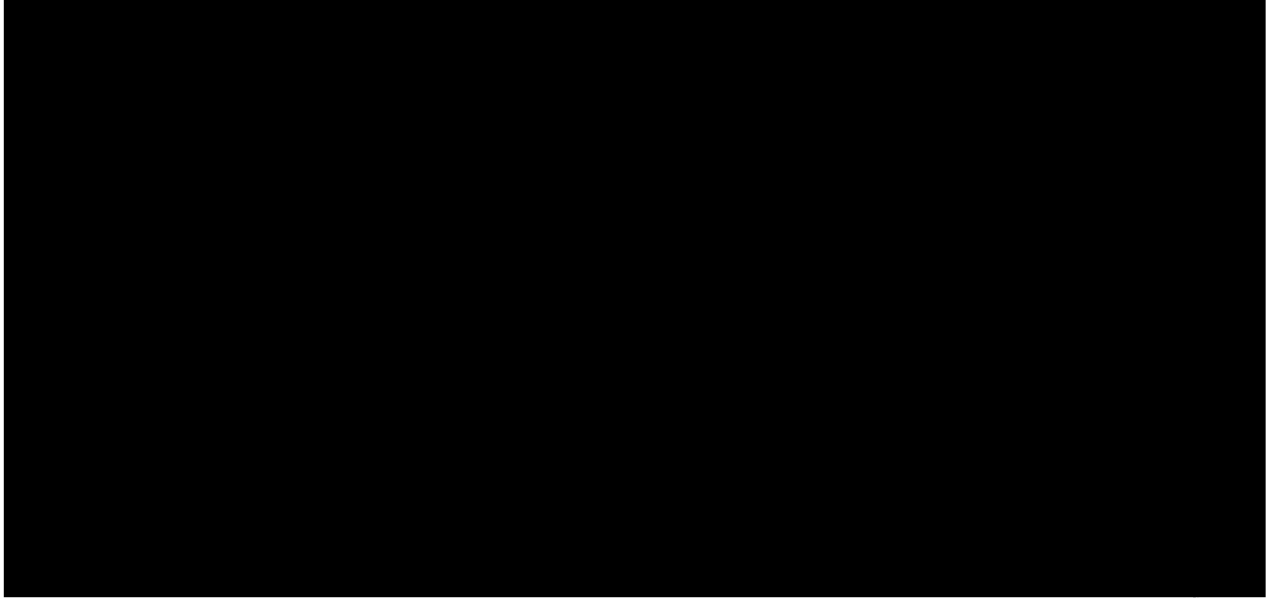
8. (U) Suggestion Box Activity: One suggestion was received this week. It was directed to the Chief of Logistics Services Division/OL. A total of 31 suggestions has been received in suggestion boxes since the program began on 15 June 1977.

9. (U) Combined Federal Campaign: The Agency's CFC "kick-off" rally was held on 20 September in the auditorium, with approximately 150 keypersons and chairpersons in attendance. The guest speaker was Mr. William Chernish from CFC Headquarters. All CFC campaign cards and literature have been distributed to Agency components and the Campaign staff is in place in Ames Building to receive and tabulate donations.

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11. (S) Rehired Annuitants: See attached report.

Coming Event:

(U) The EAA Store will be closed for quarterly inventory on 28, 29 and 30 September.

  
F. W. M. Janney

25X1A

Att

Dist:

- 0 & 2 - Add
- 1 - DD/Pers/SP
- 1 - DD/Pers/R&P
- 1 - DD/Pers/P&C
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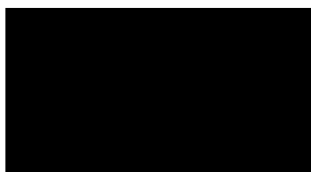
22 September 1977

WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANT ACTIVITIES  
FOR THE AGENCY (19 September - 23 September 1977) (U/AIUO)

1. (S) The following rehired civilian annuitant cases were approved for extension by the Acting Deputy Director for Administration:

DDO

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- Independent Contractor, EA Division, one-year extension.
- Independent Contractor, Domestic Collection Division, one-year extension.

2. (S) The following rehired civilian annuitant case was terminated:

IC Staff

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- Contract Employee, terminating 30 September 1977.

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